

## Form 486 Checklist

- ☐ Obtain needed information
  - Numbers & codes from [Funding Commitment Letter](#):

Library Billed Entity Number	
Funding Request numbers (FRNs)	
Service Provider Identification numbers (SPINs)	
Service Start Date (usually July 1 <sup>st</sup> )	

- ☐ Record the Form 486 application number & security code
  - Then you won't have to finish your form in one sitting.
  - Particularly helpful close to the deadline when the USAC website experiences numerous server errors.
- ☐ Certify compliance with Technology Plan requirements
  - Technology Plans are no longer required for applicants filing for Priority 1 services (Telecommunications and Internet Access).
  - Libraries without a Technology Plan on file at KDLA will choose "Other" from the drop-down menu and type "None" in the box.
- ☐ Certify compliance with CIPA, if applicable
  - Check A if your library is compliant with CIPA.
  - Check C when applying for Telecommunications services only and CIPA does not apply.
- ☐ Certify and submit
  - Submit electronically with your PIN.
    - Each PIN is unique to a particular person, not to a library system.
  - If you don't have a PIN, mail in signed certification. A PIN will be mailed to you in about 2 weeks.